

Skype Interviews

If you don't already have one, create a skype account (www.skype.com). This requires an email address and some basic demographic information. You do not need to fill in all of the fields, but including name and location is helpful for someone searching for you. Make sure to use a professional user name and email address to set up this account.

Set Up

- Be aware of your privacy settings, which can be accessed under "settings". If your privacy settings are set to only allow calls from contacts, you will want to make sure you add the interview skype account before that day or change it to allow any calls.
- Practice using Skype before interviewing to test the audio/ visual components and get comfortable in front of the screen. Set your camera angle to show mid-chest and up.
- Tech tips: Use a headset, plug in to a secure internet connection, and close other applications on your computer.
- Lighting is important, so practice and see what works best. Make sure it is light enough and consider the direction the light is coming from. For example, if you are in front of a window on a bright day, it can be hard to see you.
- Location: Be aware of your surroundings when you set up your computer. Think about the background of your video and the interviewers will see. You don't want anything too busy or distracting!
- Speaking of distractions: schedule your interview for a time where you will have a quiet, calm environment. Avoid distractions like children, roommates, or pets that may interrupt your interview. Also, don't sit in a swivel chair, the additional movement on video can make the interviewer nauseous.

During

- Be on time: Often the employer will be the one initiating the call. Make sure you are on the computer ready to go ahead of time.
- Notes: Just like any interview, do your research beforehand. Use notes to stay on track with points you want to make or questions to ask at the end of the interview.
- Dress appropriately. Interview dress is one level up from what you would wear to the work place. Make sure it is cleaned, pressed, and neutral color scheme (Use a pop of color from a tie, scarf or jewelry). Also, dress from head to toe, not just from the waist up in case you end up standing up!
- Eye contact is important for an interview, but is tricky when interviewing online. Looking directly at the camera is actually making eye contact. Balance between looking at the screen, so that you can read your interviewer's reactions, and the camera to make eye contact.
- Delivery and Pace: Speak clearly and at an even speed. Avoid interrupting the interviewer by taking a deliberate pause before speaking.
- Body language: Sit up straight and lean forward in your chair. Smile and relax and be personable.
- Address technical difficulties right away and keep a cell or land line nearby in case you need it.

After

- Follow up: Just like any other interview send a thank you note through email within 24 hours.